



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

27 May 2002

MEMORANDUM NO: 136
Series of 2002

T O: **Dr. Jose M. Alkuino, Jr.** — *FD 5-27-02*
R E: **Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Naval, you are hereby designated Officer-in-Charge of the Leyte State University on May 28 - 30, 2002 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc:

Personnel

Accounting

Cash

COA

Budget/FMO

Records

File